



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT EMPLOYEE HANDBOOK



TABLE OF CONTENTS

EMPLOYEE HANDBOOK RECEIPT	5
INTRODUCTION	6
DISTRICT INFORMATION	7
Description of the District	7
Declaration, Core Beliefs, and Theory of Action	7
Board of Trustees	8
2025-2026 Board Meeting Schedule	10
2025-2026 Schools Directory and Instructional Calendar	11
EMPLOYMENT	14
Equal Employment Opportunity	14
Job Vacancy Announcements	15
Employment after Retirement	15
Contract and Noncontract Employment	15
Certification and Licenses	16
Recertification of Employment Authorization	17
Searches and Alcohol and Drug Testing	17
Health Safety Training	18
Reassignments and Transfers	19
Workload and Work Schedules	19
ADA Accommodations	20
Breaks for Expression of Breast Milk	20
Notification to Parents Regarding Qualifications	21
Outside Employment and Tutoring	21
Performance Evaluation	22
Employee Involvement	23
Staff Development	23
Mental Health Training	23
District Communications	24
COMPENSATION AND BENEFITS	25
Salaries, Wages, and Stipends	25
Paychecks	25
Automatic Payroll Deposit	25
Payroll Deductions	26
Overtime Compensation	26
Travel Expense Reimbursement	27
Health, Dental, and Life Insurance	27
Supplemental Insurance Benefits	28
Cafeteria Plan Benefits (Section 125)	28
Workers' Compensation Insurance	28

Unemployment Compensation Insurance	29
Teacher Retirement	29
Employee Assistance Program	29
LEAVES AND ABSENCES	30
Personal Leave	32
State Sick Leave	32
Local Leave	33
Bereavement Leave.....	33
Requesting a Substitute or Reporting an Absence.....	33
Sick Leave Bank	34
Family and Medical Leave (FML)—General Provisions	35
Local Procedures for Implementing Family and Medical Leave Provisions.....	37
Temporary Disability Leave	38
Workers’ Compensation Benefits	39
Assault Leave.....	39
Jury Duty	39
Compliance with a Subpoena.....	40
Truancy Court Appearances	40
Religious Observance	40
Military Leave.....	40
Mental Health Leave / Peace Officers Quarantine Leave	41
Accumulated Leave Incentive Program.....	42
EMPLOYEE RELATIONS	43
Complaints and Grievances.....	43
EMPLOYEE CONDUCT AND WELFARE	44
Standards of Conduct.....	44
SAISD’s Code of Ethics.....	48
Discrimination, Harassment, and Retaliation.....	48
Harassment of Students.....	48
Reporting Suspected Child Abuse	49
Sexual Abuse and Maltreatment of Children	50
Reports to Texas Education Agency	51
Crime.....	51
Scope and Sequence	52
Technology Resources.....	52
Personal Use of Electronic Communications	52
Electronic Communications between Employees, Students, and Parents.....	54
Public Information on Private Devices	57
Criminal History Background Checks.....	57
Employee Arrests and Convictions.....	57
Alcohol and Drug-Abuse Prevention	58
Tobacco and Nicotine Products and E-Cigarette Use.....	58

Fraud and Financial Impropriety	59
Conflict of Interest	59
Gifts and Favors.....	60
Copyrighted Materials.....	60
Associations and Political Activities	60
Charitable Contributions	60
Safety and Security.....	61
Possession of Firearms and Weapons.....	61
Visitors in the Workplace	62
Asbestos Management Plan.....	62
Pest Control Treatment.....	62
GENERAL PROCEDURES	63
Emergency School Closing.....	63
Emergencies	63
Purchasing Procedures.....	63
Name and Address Changes.....	63
Personnel Records.....	64
Service Records	64
Public Service Loan Forgiveness Program Requests	64
Employment Verification Requests	65
Facility Use	65
TERMINATION OF EMPLOYMENT	66
Resignations	66
Dismissal or Nonrenewal of Contract Employees	67
Dismissal of Noncontract Employees.....	68
Discharge of Convicted Employees	68
Exit Procedures	68
Reports Concerning Court-Ordered Withholding	69
STUDENT ISSUES	70
Equal Educational Opportunities	70
Student Records	71
Parent and Student Complaints	71
Administering Medication to Students	71
Dietary Supplements.....	72
Psychotropic Drugs	72
Student Conduct and Discipline	72
Student Attendance	73
Accommodations for Deaf or Hard-of-Hearing Parents or Guardians	73
Bullying.....	73
Hazing.....	74
APPENDIX	75

EMPLOYEE HANDBOOK RECEIPT

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the San Antonio ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in hard copy or in electronic format by accessing the “Forms and Documents” area of the Employee Portal homepage.

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact my supervisor to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Signature

Date

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to **Julissa M. Herrera, Executive Director of Policies, Procedures and Public Information (JHerrera8@saisd.net)**.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/176>.

DISTRICT INFORMATION

Description of the District

As San Antonio's founding school district, SAISD neighborhood schools have served the heart of the Alamo City for more than 100 years. Today, SAISD serves approximately 44,000 students across 86 schools in our culturally proud, urban community.

Declaration, Core Beliefs, and Theory of Action

Policy AE

Declaration

The San Antonio ISD aspires to be an inclusive *familia* that will be the destination for transformational learning that makes the impossible a reality by demonstrating an urgent and relentless commitment to love, nurture, and teach all our students as if they are our own so that they realize their power to shape the world.

Core Beliefs

We believe that:

- Every student, family, community, and staff member should be valued and their differences should be honored and respected.
- Every student and family should have equitable access to an excellent educational experience and can learn and achieve at high levels.
- Every student, family, and staff member is entitled to a safe and secure learning and work environment.

Theory of Action

If we and our partners commit to strengthening learning and achieving excellence in every classroom and school in SAISD, including a relentless focus on supporting the essential relationship among the student, the teacher, and the curriculum (the "instructional core") and clear and rigorous academic standards for all core subjects; and

If we respect and value the unique and diverse needs of all of our students, families, and communities by providing them the opportunity to select the school that best meets their needs within SAISD, including a partner or neighborhood school; and

If we hold ourselves accountable for results through:

1. Providing supports and strategic talent assignments to District-managed schools honoring school-driven feedback loops regarding quality of such supports, and providing clearly articulated goals, guardrails, and accountability measures to ensure they can meet

- expectations of a strong instructional core; and
2. Enabling our partner-managed schools to operate with fidelity to their school models and partner frameworks, and using partner contracts to hold them accountable for results based on clearly defined goals and accountability measures; and

If we create a set of systems and conditions for us to continually improve our work, by learning, adapting, and innovating from exemplars within and outside the District;

Then we will ensure that all SAISD students and families will have access to high quality classrooms and schools, all schools and leaders will be accountable for success, we will create a culture of trust and excellence throughout our organization, and we will realize our vision for the SAISD *familia*.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected biannually on the second Saturday of May of odd-numbered years and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

- Districts 1, 3, 4 & 7: 2029, 2033, etc.
- Districts 2, 5, & 6: 2027, 2031, etc.

Current Board members include:

- Alicia Sebastian, District 2 – President
- Christina Martinez, District 6 – Vice President
- Jacob Ramos, District 3 – Secretary
- Ed Garza, District 7 – Trustee
- Stephanie Torres, District 5 – Trustee
- Arthur V. Valdez, District 4– Trustee
- Dr. Mike Villarreal, District 1 – Trustee
- Dr. Jaime Aquino – Superintendent

Generally, Trustees meet on the second and third Monday of each month at 5:30 p.m. at the location in the District as posted with the notice for that meeting. Additionally, Board Work Sessions may be scheduled as needed. A written notice of regular and special meetings will be posted on the District webpage and at the SAISD office, 514 W. Quincy, at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

2025-2026 Board Meeting Schedule

* As of June 2025. Meeting schedule subject to change with appropriate notice.

Board Meeting A* <i>(Informational only – no voting)</i>	Board Meeting B* <i>(Action required)</i>
No Meeting A* <i>(First day of school – Aug. 13th)</i>	Monday, August 18, 2025 <i>(Combined A&B meeting)</i>
Monday, September 15, 2025	Monday, September 22, 2025
Tuesday, October 14, 2025* <i>(Columbus Day/Indigenous Peoples' Day – Oct. 13th)</i>	Monday, October 20, 2025
No Meeting A*	Monday, November 17, 2025 <i>(Combined A&B meeting)</i>
Monday, December 8, 2025	Monday, December 15, 2025
Monday, January 12, 2026	Tuesday, January 20, 2026 <i>(MLK Holiday – Jan. 19th)</i>
Monday, February 9, 2026	Tuesday, February 17, 2026 <i>(President's Day – Feb. 16th)</i>
No Meeting A* <i>(Spring Break – March. 9th-13th)</i>	Monday, March 23, 2026 <i>(Combined A&B meeting)</i>
Monday, April 6, 2026	Monday, April 13, 2026* <i>(Fiesta San Antonio – April 16th-26th)</i>
Monday, May 11, 2026	Monday, May 18, 2026
No Meeting A* <i>(Summer Schedule)</i>	Monday, June 15, 2026 <i>(Combined A&B meeting)</i>
No Meeting A* <i>(Summer Schedule)</i>	Monday, July 20, 2026 <i>(Combined A&B meeting)</i>

2025-2026 Schools Directory and Instructional Calendar



2025-2026 SCHOOLS DIRECTORY

Revised 7/15/2025

HIGH SCHOOLS			
PHONE	NO./DIST	SCHOOL NAME	ADDRESS / ZIP CODE
738-9763	026 / 1	Advanced Learning Academy* (4-12)	637 N. Main Ave. / 78205
228-1200	001 / 1	Brackenridge	400 Eagleland Dr. / 78210
228-1210	002 / 4	Burbank*	1002 Edwards St. / 78204
228-3380	028 / 3	CAST Med* (9-12)	2601 Louis Bauer / 78235
554-2700	027 / 1	CAST Tech*	637 N. Main Ave. / 78205
438-6810	024 / 5	Cooper Academy at Navarro (9-12)	623 S. Pecos / 78207
738-9720	003 / 6	Edison	701 Santa Monica St. / 78212
738-9730	004 / 1	Fox Tech*	637 N. Main Ave. / 78205
223-2944	182 / 1	Healy Murphy Center (9-12)	618 Live Oak / 78202
438-6800	005 / 3	Highlands	3118 Elgin Ave. / 78210
978-7900	006 / 2	Houston	4635 E. Houston St. / 78220
438-6570	007 / 7	Jefferson*	723 Donaldson Ave. / 78201
978-7910	008 / 5	Lanier	1514 W. Cesar E. Chavez Blvd / 78207
486-2406	025 / 2	St. Philip's ECHS*	1801 Martin L. King Dr. / 78203
738-9830	022 / 1	Travis ECHS*	1915 N. Main Ave. / 78212
354-9652	177 / 2	YMLA* (6-12)	415 Gabriel St. / 78202
438-6525	023 / 7	YWLA* (6-12)	2123 W. Huisache Ave / 78201
TRADITIONAL MIDDLE SCHOOLS (6-8)			
228-3380	067 / 3	Cast Imagine	2601 Louis Bauer / 78235
978-7920	065 / 2	Davis College Prep* (6-7)	4702 E. Houston St. / 78220
	043 / 2	Davis MS (8)	
228-1220	047 / 4	Harris	325 Pruitt Ave. / 78204
438-6585	044 / 3	Hot Wells	400 Hot Wells Blvd./78223
438-6520	050 / 7	Longfellow	1130 E. Sunshine Dr. / 78228
228-1235	060 / 4	Poe Stem Dual Language*	814 Aransas Ave. / 78210
978-7925	055 / 5	Rhodes	3000 Tampico St. / 78207
438-6840	045 / 3	Rogers College Prep	314 Galway St. / 78223
978-7930	066 / 5	Tafolla College Prep (6-7)	1303 W. Cesar E. Chavez Blvd / 78207
	061 / 5	Tafolla MS (8)	
738-9755	059 / 6	Whittier	2101 Edison Dr. / 78201
ACADEMIES (PK-8 unless otherwise noted)			
738-9760	026 / 6	Advanced Learning Academy* (PK-3)	1014 Waverly Ave. / 78201
228-3300	107 / 1	Bonham* (PK-2)	122 W. Whittier St. / 78210
228-3300	107 / 1	Bonham* (3-8)	925 S. St. Mary's St. / 78205
738-9770	147 / 1	Bowden (HS, K-8)	515 Willow St. / 78202
738-9780	117 / 6	Cotton (3-8)	1616 Blanco Rd. / 78212
738-9785	118 / 5	Crockett (HS, K-8)	2215 Morales St. / 78207
438-6875	168 / 3	Democracy Prep* (Stewart)	1950 Rigsby Ave. / 78210
438-6540	123 / 7	Fenwick (PK-8)	1930 Waverly Ave. / 78228
738-9795	179 / 1	Hawthorne* (PK-8)	115 W. Josephine St. / 78212
738-9740	138 / 5	Irving Dual Language*	1300 Delgado St. / 78207
228-3350	143 / 4	Kelly (HS, K-2)	1026 W. Thompson Pl. / 78226
228-1225	143 / 4	Kelly @ Lowell (3-8)	919 W. Thompson Place / 78226
978-7935	142 / 2	M.L. King (HS, K-8)	510 Morningview Dr. / 78220
438-6880	210 / 3	Mission (PK-8)	9210 S. Presa St. / 78223
738-9825	161 / 6	W. Rogers (PK-8)	620 McIlvaine St. / 78212
438-6870	166 / 3	Steele Montessori*	2630 Sally Gay Dr. / 78223
738-9745	163 / 6	Twain Dual Language*	2411 San Pedro Ave. / 78212
438-6560	175 / 7	Woodlawn* (PK-8)	1717 W. Magnolia Ave. / 78201
354-9652	177 / 2	YMLA* (6-12)	415 Gabriel St. / 78202

ELEMENTARY SCHOOLS (PK-5 unless otherwise noted)			
PHONE	NO./DIST	SCHOOL NAME	ADDRESS / ZIP CODE
438-6530	101 / 7	Arnold (HS, PK-5)	467 Freiling Dr. / 78213
438-6845	103 / 3	Ball (HS, PK-5)	343 Koehler Court / 78223
978-7940	162 / 5	Barkley-Ruiz (HS, K-5)	1111 S. Navidad St. / 78207
438-6535	105 / 7	Baskin	630 Crestview Dr. / 78201
738-9765	106 / 6	Beacon Hill Primary (HS, PK-2)	1411 W. Ashby Place / 78201
978-7950	110 / 5	JT Brackenridge (HS, K-5)	1214 Guadalupe St. / 78207
228-3305	112 / 4	Briscoe*	2015 S. Flores St. / 78204
978-7960	114 / 2	Cameron* (HS, K-5)	3635 Belgium Lane / 78219
978-7970	241 / 5	Carvajal (HS, KG-5)	225 Arizona Ave. / 78207
228-3310	116 / 4	Collins Garden	167 Harriman Place / 78204
978-7975	121 / 5	De Zavala (HS, K-5)	2311 San Luis St. / 78207
738-9790	126 / 6	Franklin	1915 W. Olmos. Dr. / 78201
228-3320	129 / 4	Graebner* (HS, PK-5)	530 Hoover Ave. / 78225
228-3325	131 / 4	Green (PK-5) @ Riverside Park	202 School St. / 78210
228-3330	132 / 4	Herff	996 S. Hackberry St. / 78210
438-6860	134 / 3	Highland Hills	734 Glamis Ave. / 78223
228-3340	136 / 4	Hillcrest (HS, PK-5)	211 W. Malone Ave. / 78214
978-7985	137 / 2	Hirsch (HS, K-5)	4826 Sea Breeze Dr. / 78220
228-3345	141 / 4	Japhet	314 Astor St. / 78210
978-7990	144 / 5	S. King (HS, K-5)	1001 Ceralvo St. / 78207
438-6545	148 / 7	Madison (HS, K-5)	2900 W. Woodlawn Ave. / 78228
738-9805	149 / 5	Margil (HS, K-5)	1000 Perez St. / 78207
438-6550	150 / 7	Maverick (HS, K-5)	107 Raleigh Pl. / 78201
738-9810	155 / 6	Neal (HS, K-5)	3407 Capitol Ave. / 78201
738-9815	157 / 5	Ogden	2215 Leal St. / 78207
738-9820	158 / 1	Pershing (HS, PK-5)	600 Sandmeyer St. / 78208
438-6873	133 / 5	Rodriguez Montessori* (PK-6)	3626 W. Cesar E. Chavez Blvd / 78207
438-6865	164 / 3	Schenck @ Foster (HS, K-5)	6718 Pecan Valley Dr. / 78223
228-3360	165 / 4	Smith (HS, K-5)	823 S. Gevers St. / 78203
738-9840	172 / 2	Washington (HS, PK-5)	1823 Nolan St. / 78202
738-9845	174 / 6	Wilson	1421 Clower St. / 78201
438-6565	176 / 7	Woodlawn Hills*	110 W. Quill Drive / 78228
554-2710	120 / 4	YWLA @ Page Primary*	401 Berkshire / 78210
EARLY CHILDHOOD EDUCATION CENTERS			
978-7965	240 / 2	Carroll (HS, PK-2)	463 Holmgreen Rd. / 78220
SPECIAL CAMPUSES			
438-6810	024 / 5	Cooper Academy at Navarro (9-12)	623 S. Pecos / 78207
438-6820	010 / 5	Estrada A.C. (6-12)	1112 S. Zarzamora St. / 78207
335-7865	195 / 5	Bexar County Juvenile Detention Center (5-12)	600 Mission Rd. / 78210
978-7940	180 / 5	Barkley-Ruiz DAEP (1-5)	1111 S. Navidad St. / 78207
225-2406	184 / 5	Christus Santa Rosa (K-12)	333 N. Santa Rosa / 78207
223-2944	182 / 1	Healy Murphy Center (9-12)	618 Live Oak / 78202
224-9569	202 / 1	Healy Murphy Center (PK)	618 Live Oak / 78202
335-8500	020 / 1	Bexar County Juvenile Justice Academy (7-12)	1402 N. Hackberry / 78208

* In-District Charter Schools

Board Of Education: Alicia Sebastian, President, District 2; Christina Martinez, Vice President, District 6; Jacob Ramos, Secretary, District 3; Ed Garza, Trustee, District 7; Stephanie Torres, Trustee, District 5; Arthur V. Valdez, Trustee, District 4; Dr. Mike Villarreal, Trustee, District 1

Superintendent of Schools: Dr. Jaime R. Aquino

San Antonio Independent School District

514 W. Quincy

San Antonio, Texas 78212

(210) 554-2200

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions. Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.



2025-2026 INSTRUCTIONAL CALENDAR

514 W. Quincy
San Antonio, Texas 78212
210-554-2200 | www.saisd.net
@SanAntonioISD

'25 JULY	AUGUST	SEPTEMBER	OCTOBER
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER	DECEMBER	'26 JANUARY	FEBRUARY
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MARCH	APRIL	MAY	JUNE
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

JULY	CALENDAR KEY
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	- Holiday - Professional Development - Teacher Planning Time - Student Holiday Professional Development - Student Holiday Parent/Teacher Conferences - First and Last Day of School - Bad Weather Makeup Day - Grading Period Start/End - Early Release/Teacher Planning Time - District Professional Development - Campus Professional Development

GRADING PERIODS

1st Grading Period: August 13 - October 9
2nd Grading Period: October 14 - December 18
3rd Grading Period: January 6 - March 5
4th Grading Period: March 17 - May 28

ADDITIONAL NOTES

First Day: August 13, 2025
Last Day: May 28, 2026
First Semester: August 13 - December 18
Second Semester: January 6 - May 28
170 instructional days with 77,180 minutes
approved by the Board 2.18.25

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, San Antonio ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Dr. James Harrell
Chief Human Capital Officer
514 W. Quincy
San Antonio, Texas 78212
JHarrell1@saisd.net
titleixcoordinator@saisd.net
(210) 554-2246

The District designates and authorizes the following employee as the ADA/Section 504 Coordinator for employees for concerns regarding discrimination on the basis of a disability:

Melissa Guerra
Executive Director-A, Total Rewards
514 W. Quincy
San Antonio, Texas 78212
MGuerra3@saisd.net
adasection504coordinator@saisd.net
(210) 554-8464

For information on the Title IX and ADA/Section 504 Coordinator for students, please see **Student Issues: Equal Educational Opportunities**.

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at

least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) may be employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Employees whose positions require SBEC certification, or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam(s) and/or obtained or renewed their licensure credentials to **Human Capital Management Systems and Strategy** in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net and their supervisor when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Office of Employee Benefits, Risk Management and Safety.

Health Safety Training

Policies DBA, DMA

Certain employees* who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their campus or department administrator, as appropriate.

Employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid. [TEA Seizure Management Treatment Form \(texas.gov\)](https://tea.texas.gov/health-safety/seizure-management-treatment-form)

Student Health Services Staff receive the following trainings:

Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED): Nurses and Health Assistants require certification in Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) through the American Heart Association every two years. These courses are conducted by certified Student Health Services Staff.

Seizure Disorders: Once a year, school nurses, health assistants, and employees who have regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Unlicensed Diabetes Care Assistant (UDCA): Licensed nurses coordinate the training of Unlicensed Diabetes Care Assistants (campus principal designee and health assistants) through Region 20 and provide quarterly refresher sessions during the school year.

Food Allergy (Anaphylaxis): Campus nurse provides annual awareness training to the entire campus and specific training to campus staff involved with students identified with a food allergy.

Bloodborne Pathogens (BBP): Campus nurse annually reviews protocols with the entire campus.

Stop the Bleed: Nurses and Health Assistants are to receive an agency – approved training on the use of a bleeding- controlled station in the event of a traumatic injury.

All certifications and documentation of trainings completed must be submitted to and kept on file by Student Health Services.

(*) – all campus physical education teachers, campus nurses, health assistants, marching band directors, cheerleading coaches, student athletic trainers, middle/high school coaches or chief sponsors of an extracurricular athletic activity that is sponsored or sanctioned by the District or University Interscholastic League (UIL).

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request during the designated transfer window. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by Human Capital Management and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A workday calendar is provided each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be made available each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Classroom teachers are required to be on campus during their planning periods

(unless given prior approval by the principal), and must use that time to do lesson plans, grading, or parent/teacher conferences only. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting HCM Employee Benefits at (210) 554-8660 and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HCM or the Section 504/ADA Coordinator, which is available by contacting HCM Employee Benefits at (210) 554-8660.

Upon receiving the reasonable accommodation request, HCM or the Section 504/ADA Coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HCM or the Section 504/ADA Coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HCM or the Section 504/ADA Coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a

multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees must meet with the Employee Benefits team to discuss a reasonable accommodation.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the HCM Employee Benefits at (210) 554-8660.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Chief Human Capital Officer at (210) 554-8400 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can contact Human Capital Management.

Outside Employment and Tutoring

Policy DBD, SAISD Code of Ethics

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of

interest. Teachers are not allowed to privately tutor their students for pay, except during the summer months when they are off contract.

Outside employment is also considered secondary to the employee's District employment. Any outside employment that could require the employee to request leave from the district is generally prohibited under the SAISD Code of Ethics.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All full-time employees will participate in the evaluation process to include goal setting with their assigned appraiser at least annually. Reports, correspondence, and memoranda may also be used to document performance information. Evaluation activities will be completed through the district's electronic evaluation management system. Evaluation documents will be shared electronically with all employees by their appraiser. Full-time employees will participate in a summative/end-of-year performance conference with their supervisor; and will have the opportunity to respond to the evaluation. Performance evaluation documents are confidential and should not be shared with individuals other than the person being appraised. This includes any appraisal document, not just written evaluations from a specific appraisal process.

<https://livesaisd.sharepoint.com/sites/AppraisalHub>

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, San Antonio ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the district office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

District Communications

Throughout the school year, Communications publish newsletters, newspapers, brochures, fliers, news releases, and other communication materials in hard copy and on-line at www.saisd.net. These publications offer employees and community members information pertaining to districtwide and campus-specific activities and achievements.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and the Compensation Resource Manual. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Exempt employees are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

All employees will receive written notice of their pay during the Fall semester. Workday calendars are available online at the Human Capital Management department webpage . Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Finance Department for more information about the district's pay schedules or their own pay.

Paychecks

Professional and paraprofessional employees are paid monthly. Classified Staff, part-time employees, substitute food service workers, and substitute teachers are paid semi-monthly. During the school year, paychecks for employees who participate in Direct Deposit are deposited to the financial institution of their choice. Employees who do not participate in Direct Deposit can choose the Payroll Card Program. Copies of paycheck stubs are also available via the District's enterprise resource platform. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates can be found in the Payroll Manual on the Finance Department's webpage.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. With automatic deposit, an employee's pay will normally reach the various financial institutions the night before a scheduled pay date. An earnings statement will be available to view the District's enterprise resource platform. Employees must complete the required form and submit a voided

deposit slip/check to initiate this service. Contact the Payroll Department for more information about Direct Deposit and the Payroll Card Program.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, as well as annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations, in accordance with board policy. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- All overtime must have prior approval from the employee's supervisor and be in compliance with the appropriate administrative procedure.
- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Finance Department must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service (*see SAISD Travel Guidelines*).

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all eligible employees beginning the first day of the following month in which they are hired. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the Employee Benefits, Risk Management and Safety department webpage or via a hard copy, upon request.

The health insurance plan year is from January through December. New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their insurance coverage during the open-enrollment period (generally mid-September to mid-October) of each year. Employees should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in the following supplemental insurance programs: Term Life Insurance, Flexible Spending Accounts, Accident Insurance, Critical Illness Insurance, Telemedicine and Disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis during the specific time period.

Workers' Compensation Insurance

Policy CRE

San Antonio ISD is a self-insured governmental entity admitted by the Texas Department of Insurance, Division of Workers' Compensation as a self-insured employer providing workers' compensation insurance in the event of work-related injury or occupational disease. Claims for injuries or occupational diseases under workers' compensation will be administered by the district's third-party administrator.

The purpose of providing workers' compensation insurance is to provide medical care and income benefits to employees who are injured in the course and scope of their employment with the district. Only injuries or illnesses sustained in the course of employment could give rise to a compensable workers' compensation claim. Workers' Compensation is regulated by the Texas Department of Insurance (TDI). The Division of Workers' Compensation (DWC) provides oversight of the handling of injured employees' claims. These entities ensure that medical treatment guidelines, timelines to process claims, benefits and dispute resolution procedures are followed. The Division of Workers' Compensation (DWC) also provides an Employee's Explanation of Rights and Benefits to injured employees.

All work-related injuries or illnesses should be reported immediately to their supervisor.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits through the Texas Workforce Commission. Employees are generally not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment can contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 or their closest Texas Workforce Commission Office.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify their immediate supervisor and the Office of Employee Benefits, Risk Management and Safety as soon as possible. Employees should also notify Human Capital Management by completing and submitting a formal notice of retirement. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Employee Assistance Program

All employees, regardless of whether they are enrolled in the District's health insurance, have access to additional resources and benefits through Aetna Resources For Living. Benefits include short-term counseling, legal and financial services, and Worklife services. For more information, employees may visit www.resourcesforliving.com.

LEAVES AND ABSENCES

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five (5) days should call the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Any absences beyond available paid leave shall result in deductions from the employee's pay. An employee will not earn local leave when they are on an unpaid leave. An employee using full or proportionate paid leave shall be considered to be in paid status.

Only non-exempt employees may earn compensatory time. All comp time must be taken by the end of the fiscal year, or the employee must be paid out for any unused compensatory time. Earned compensatory time must be used before any accrued paid state and local leave are used. An employee may request the order of state or local leave used. If the employee does not make such an order, available paid state and local leave will be used in the following order:

- Local sick leave, until exhausted.
- State sick leave accumulated before the 1995-96 school year, until exhausted.
- State personal leave, until exhausted.

Employees must follow district and department/campus procedures to report or request any leave and complete any appropriate forms or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If any employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law

- Grandparent and grandchild (must have legal custody of grandchild, court documents required).
- Any person residing in the employee's household at the time of illness or death.

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these terms can be found in board policies DEC and DECA.

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification form from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work. The medical certification form must be submitted to the Office of Employee Benefits, Risk Management and Safety, and should not be submitted to the employee's campus or department.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Attendance. Employees are reminded that attendance and punctuality are essential functions of all positions. Employees must follow all requirements as directed by their supervisor regarding when and how an absence or a tardy must be reported. Failure to follow the correct processes may be addressed through disciplinary procedures. Additionally, excessive absenteeism or discretionary leave absences that otherwise negatively impact the students or mission of the District may be addressed through disciplinary procedures.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to their campus principal or supervisor as soon as the employee is aware of the need to be absent. The use of discretionary days by any employee in a manner that negatively impacts the students or mission of the District may be addressed through the District's disciplinary procedures.

Leave Proration. If an employee separates from employment with the district before their last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond their pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family

- Active military service

Local Leave

All employees may earn up to five workdays of paid local leave per school year. However, a person whose employment exceeds 194 days shall be eligible to earn a prorated portion of two additional workdays of local leave. The proration shall occur in half-day increments based on the total number of days worked in a regular position. Local leave shall accumulate without limit. Accrued days of local leave shall be rolled over from year to year. Balances of accumulated leave shall be indicated on the employee's paystub. It shall be the employee's responsibility to ensure the accuracy of leave balances and to notify payroll of any discrepancies. Absences taken in one pay period may not be reflected until a subsequent pay period.

Local leave days, including any unused compensatory time, do not transfer outside of the district. Any unused local leave days or compensatory time expire upon an employee's resignation effective date. Employees who separate but later return to SAISD are not eligible to have their unused local leave days or compensatory time restored.

Bereavement Leave

Upon the death of an immediate family member, as defined in board policy DEC (LOCAL), any benefits-eligible employee may take up to ten (10) days of absence for bereavement leave. These absences may be charged to the employee's accrued leave or the employee may be absence-deducted if no accrued leave is available. The District shall grant three (3) District-paid leave days (as part of the 10 days listed above) for bereavement if the decedent was the eligible employee's current spouse/domestic partner; child, including a biological, adopted, or foster child, a current child-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis; Parent, stepparent, current parent-in-law, or other individual who currently stands in loco parentis to the employee; Sibling, stepsibling, and current sibling-in-law; or Grandparent and grandchild. To qualify for this benefit, the employee must complete and submit a Request for Bereavement Leave Form [Form D-7C] and provide appropriate supporting documentation. More information may be found in administrative regulations.

Requesting a Substitute or Reporting an Absence

When an employee must be absent, there are specific guidelines for reporting purposes. The following eligible employees **MUST** request a substitute through the District's enterprise resource platform:

- Teachers
- Instructional Assistants (Head Start and Special Education)
- Food Service Cooks (via their cafeteria manager)

Nurses and Health Assistants secure coverage through Student Health Services.

Positions outside of the list of employees eligible for substitutes (listed above) are not authorized to request a substitute without approval. Requesting a substitute for the following positions or any position outside of the list of eligible substitutes must be submitted for approval:

- Principals
- Assistant Principals*
- Administrative Assistants and Clerks
- Counselors

*Campuses without Assistant Principals are eligible for substitutes.

Personnel ineligible for substitutes shall report their absence(s) following their campus or department reporting procedure. Any position not authorized to receive a substitute may request one for approval for extended absences (5 or more consecutive workdays). Extended absences must be approved through the Office of Employee Benefits, Risk Management and Safety. Requests require written approval of the appropriate Senior Executive Director and Chief of Human Capital Management (via the Substitute Department).

Verbal commitments are binding and **MUST** be entered into the District's enterprise resource platform. A confirmation number must be given to secure the substitute.

Funding Requirement – Approved substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request for substitutes outside of eligible personnel is denied, the campus may pay for the substitute out of their budget.

Sick Leave Bank

Policy DEC

The district shall establish a sick leave bank that employees may join through contribution of earned local leave or state personal leave. Leave contributed to the bank shall be extended to the employee's immediate family. An employee who is a member of the bank and who has exhausted all available paid leave, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family, may request leave from the bank. Catastrophic illness or injury requires the services of a licensed practitioner for a prolonged period of time, and eligible condition typically require prolonged hospitalization or recovery, or are expected to result in disability or death. If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

Family and Medical Leave (FML)—General Provisions

The following text is from the federal notice, Your Employee Rights Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read [Fact Sheet #28: The Family and Medical Leave Act | U.S. Department of Labor \(dol.gov\)](#) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

How do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and

- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period, measured backward from the date an employee uses FML.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Employee Benefits at 210-554-8660 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, they have the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, they should notify the Office of Employee Benefits, Risk Management and Safety at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee

will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or pre-illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who sustains an injury as the result of a physical assault suffered during the performance of their job. An incident involving an assault is a work-related injury and should be immediately reported to the Office of Employee Benefits, Risk Management and Safety at 210-554-8660.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Medical documentation must support the need for the employee to be absent from work to recuperate from their physical injury. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An

employee should report a summons for jury duty to their supervisor as soon as it is received and may be required to provide Payroll a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding that is related to the scope of their employment and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances. Employees who knowingly present false or misleading subpoena documentation will have their personal leave charged and will be subject to disciplinary action up to and including termination.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven (7) days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably

discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for details on eligibility, requirements, and limitations.

Mental Health Leave / Peace Officers Quarantine Leave

Mental Health Leave

Peace Officers and full-time telecommunicators who experience a traumatic event (on or after September 1, 2021) in the scope of their District employment will be provided mental health leave in accordance with District policy DEC (LOCAL). A traumatic event is an incident or event that causes physical, emotional, or psychological harm. Traumatic events are characterized by a sense of horror, helplessness, serious injury, or the threat of serious injury or death. A traumatic event does not include an employee's reaction to legitimate personnel action, including a transfer, promotion, demotion, disciplinary action (e.g., verbal or written warning), or termination.

Police Officers and full-time telecommunicators will be required to follow district and department procedures to report or request mental health leave and complete the appropriate forms and certification.

Employees in need of leave assistance may reach out to Employee Benefits at 210-554-8660.

Peace Officers Quarantine Leave

A peace officer who (on or after September 1, 2021) is ordered by the local health authority or supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty is entitled to paid leave for the period specified in the order.

Confidentiality of health or personnel information will be maintained unless disclosure serves lawful professional purposes or is required by law. All employment benefits and compensation including leave accrual balances and health benefits will continue to be received for the duration of either type of leave.

Leave for Peace Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness

or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Accumulated Leave Incentive Program

Employees may be eligible to apply for the Accumulated Leave Incentive Program (ALIP) upon separation from district employment.

EMPLOYEE RELATIONS

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is available at the District's Policy On Line website: [DGBA \(LOCAL\)](#).

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Perform assigned work with the highest level of expectations, ethical standards, and skill and will set.
- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Maintain workplace professionalism by not spreading unverified information or rumors, whether work-related or regarding a coworker's private and/or personal information.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession,

shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.

The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

SAISD's Code of Ethics

All District employees and board members shall abide by the conduct and expectations in the SAISD's Code of Ethics. To the extent that the Code of Ethics does not conflict with federal or state law, the SAISD Code of Ethics supersedes any conflicting local board policy provision. The full SAISD Code of Ethics is available on the Board of Trustees webpage. All employees and board members shall be trained on the Code of Ethics annually, or sooner, if substantive changes are made. A violation of the SAISD Code of Ethics may subject the employee to disciplinary action, up to and including termination of employment.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the Superintendent. A complaint against the Superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor, the campus principal, the Title IX coordinator, or the Superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available at the District's Policy On Line website or by clicking on the link: [DIA \(LOCAL\)](#).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. Additional information is available in [DHB \(LEGAL\)](#).

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located in [FFH \(LOCAL\)](#).

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx> or 800-252-5400). State law specifies that

an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed by contacting the Title IX Coordinator. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

Reports to Texas Education Agency

Policy DF, DHB, DHC

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Information Technology Department.

Employees are required to complete various cybersecurity trainings throughout the year to help protect the District against cyberattacks. Employees are also expected to participate in IT-approved phishing email tests and be considered successful at identifying such emails.

Personal Use of Electronic Communications

Policy CQ, CY, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See Electronic Communications between Employees, Students, and Parents, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and

- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- Electronic communications means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 7 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages is not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately-owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation

- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

San Antonio ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be found at Board Policy [DH \(LOCAL\)](#).

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA, SAISD Code of Ethics

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD, SAISD Code of Ethics

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD, SAISD Code of Ethics

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA, SAISD Code of Ethics

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees

cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Human Capital Management's Office of Employee Benefits, Risk Management and Safety at 210-554-8660.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in

a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the SAISD Police Department at 210-354-9000 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CSC

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept for review, during normal business hours, in the campus administration offices, as well as district facilities offices.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in teacher workrooms (at campuses) and near the main entrance (for other district facilities). In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

GENERAL PROCEDURES

Emergency School Closing

Policy EB

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and/or social media sites, through the district's emergency management system platform, and notify local radio and television stations.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Procurement Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Procurement Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Capital Management if there are any changes or corrections to their name, home address, contact telephone number, personal email address, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Capital Management's website [here](#).

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. *Human Capital Management will never disclose social security numbers.*

Employees may choose to have the following personal information withheld:

- Home Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to HCMSupport@saisd.net. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if they are subject to any exception for disclosure of personal or confidential information.

Service Records

During the hiring process and/or within 30 days of employment with SAISD, employees are expected to contact all previous school district employers so that a copy of all service records are sent directly to Human Capital Management.

If the service record is being sent electronically, it must come directly from the previous district to SAISD. Onboarding employees can direct previous employers to send service records to onboarding@saisd.net. If the employee hand-delivers the service record to SAISD, it must be in a sealed envelope from the previous district. Emailed service records from the employee to SAISD will not be accepted. Failure to follow the correct process could result in the employee forfeiting compensation.

Employees (and former employees) may request their service records by emailing EmployeeRecordRequest@saisd.net.

Public Service Loan Forgiveness Program Requests

Employees who are seeking student loan forgiveness may submit paperwork by emailing EmployeeRecordRequest@saisd.net.

Employment Verification Requests

Employment Verification Requests may be sent to EmployeeRecordRequest@saisd.net.

Facility Use

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Scheduling the use of facilities after school hours is done through the Facilitron platform at: <https://www.facilitron.com/saisd78210>. Employees should not use their work accounts to schedule the use of facilities on an external individual or organization's behalf. Contact the Facilities Services Department if issues arise.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

Employees may submit their resignation electronically through the [Employee Portal](#). Employees will lose access to district email accounts and online applications, and any/all other district platforms upon their effective separation date. Access will not be reinstated without approval by the Chief Human Capital Officer.

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted electronically to HCM via the [Employee Portal](#). Contract employees may resign at any other time only with the approval of the Superintendent or District Administrator designated by the Board of Trustees to accept resignations. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted electronically to HCM via the [Employee Portal](#) at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in local policy.

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Procedures

Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, books, property, including intellectual property, and equipment, including the employee badge, must be returned upon separation from employment. Employees will lose access to district email accounts and online applications, and any/all other district platforms upon their effective separation date. Access will not be reinstated without approval by the Chief Human Capital Officer.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, San Antonio ISD does not discriminate based on race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX Coordinator for students:

Victoria Bustos
Assistant Superintendent, Student Support Services
514 W. Quincy
San Antonio, Texas 78212
VBustos1@saisd.net
titleixcoordinator@saisd.net
(210) 554-2575

Questions or concerns about discrimination based on a disability should be directed to the District's ADA/Section 504 Coordinator for students:

Gina Flores
Director, Disability Services
514 W. Quincy
San Antonio, Texas 78212
GFlores8@saisd.net
Adasection504coordinator@saisd.net
(210) 354-9565 ext. 54114

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The Parent-Student Handbook provides detailed information on student records. Parents or students who want to review student records (for currently enrolled students) should be directed to the Campus Principal for assistance. For requests made by third parties, including attorneys, the Campus Principal must also notify the Director of Policies, Procedures, and Public Information at 210-554-8480.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator as soon as possible. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the Office of Constituent Services to begin a formal complaint process within the deadlines specified in board policy FNG (LOCAL). This process provides parents and students with an opportunity to resolve their concerns at either the Senior Executive Director, Deputy Superintendent, Superintendent or Board of Trustees level.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any

other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series, SAISD Student Code of Conduct

SAISD schools purposefully cultivate climate to honor student identities, reflect the distinct spirit of the community, promote the importance of positive, healthy relationships, and meet students where they are. We are committed to providing a safe, supportive school environment for all students, families, communities, and staff by employing prevention and intervention strategies that help students grow in their social, emotional, and behavioral skills. The Student Code of Conduct provides resources and strategies that may be used prior to or in addition to any disciplinary response to student behaviors that are not conducive to a positive, productive learning environment. Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and

administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. The procedures require minor students to have parental written consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must provide a note that describes the reason for the absence within 48 hours. The note shall be signed by the student's parents, or by the student, if the student is at least 18 years of age or is an emancipated minor. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Accommodations for Deaf or Hard-of-Hearing Parents or Guardians

Policy GA

In-person sign language interpreting services are available with 48-72 hours advanced notice to the Family and Community Engagement (FACE) Department. Employees who are aware of a deaf or hard of hearing parent and/or guardian who may need accommodations should contact this department.

Employees may also access Language Line Solutions (Language Link) for on-demand interpreting services when advanced notice is not feasible. On-demand services may be used in events when a parent visits the school without a prescheduled meeting, communication between a teacher and the parent during pick up or drop off, or parents needing to speak to the school nurse due to student illness or other such scenario. To access Language Line's on-demand services, employees will need to use an electronic device and activate the device following the directions on the "[Request Interpretation Services](#)" page. Once the device is activated, click on the "interpreters" icon.

Bullying

Policy FFI

Bullying is defined by Tex. Educ. Code §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the Campus Principal or designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted in the Appendix. Any updates to the policy will be available at: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=176&code=FFI#localTabContent>.

Hazing

Policy FNCC

Students must have prior approval from the campus principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. The definition of hazing is listed in [Tex. Educ. Code 37.151\(6\)](#). Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

APPENDIX

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communication system policy and administrative procedures included in the employee handbook and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including without limitation, the type of damages identified in the District's policy and administrative procedures.

Printed Name

Employee Signature

Date

Definitions

"Bullying":

Bullying

1. Means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that:
 - a. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
 - b. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
 - c. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
 - d. Infringes on the rights of the victim at school; and
2. Includes cyberbullying.

Cyberbullying

"Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Applicability

These provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - a. Interferes with a student's educational opportunities; or

- b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Policy

The board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prevents and mediates bullying incidents between students that:
 - a. Interfere with a student's educational opportunities; or
 - b. Substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity;
3. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
4. Establishes a procedure for providing notice of an incident of bullying to:
 - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;
5. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
6. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
7. Establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
8. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying;
9. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law,

including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.); and

10. Complies with the minimum standards adopted by the Texas Education Agency (TEA) for a district's policy.

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the district improvement plan under Education Code 11.252. [See BQ]

Note: [Minimum Standards for Bullying Prevention](#)¹ are available on TEA's website.

Internet Posting

The procedure for reporting bullying must be posted on a district's internet website to the extent practicable.

Education Code 37.0832

¹ TEA Minimum Standards for Bullying Prevention:
<https://tea.texas.gov/texas-schools/health-safety-discipline/student-discipline/minimum-standards-for-bullying-prevention>

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Definition

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments,

DATE ISSUED: 6/7/2023
UPDATE 121
FFI(LOCAL)-X

Adopted:
8/21/2023

1 of 4

	or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

DATE ISSUED: 6/7/2023
UPDATE 121
FFI(LOCAL)-X

Adopted:
8/21/2023

2 of 4

	The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
<i>Bullying</i>	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

San Antonio ISD
015907

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DATE ISSUED: 6/7/2023
UPDATE 121
FFI(LOCAL)-X

Adopted:
8/21/2023

4 of 4



San Antonio Independent School District

Office of Policies, Procedures, and Public Information
514 W. Quincy
San Antonio, Texas 78212
Tel: 210.554.8480

saisd.net